



Policy: 2101
Procedure: 2101.16
Chapter: Business and Finance
Administration
Rule: Employee Request for Annual
Leave Pay

Effective: 06/18/08
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall provide non-separating employees equal consideration for requesting annual leave payments at the employees' current rate of pay. Management shall reserve the right to initiate the payment of a portion of an employee's accumulated and unused annual leave, in accordance with the Arizona Administrative Code Personnel Rule R2-5-403G.

Rules:

1. The **ADJC ASSISTANT DIRECTOR, SUPPORT SERVICES** shall approve annual leave pay requests based on:
 - a. Criteria listed below;
 - b. Agency funding availability; and
 - c. Final approval by internal and external parties listed herein.
2. The **ADJC ASSISTANT DIRECTOR, SUPPORT SERVICES** shall limit Annual Leave Pay Requests to:
 - a. One time per **fiscal** year;
 - b. No more than once in a rolling 12 month period;
 - c. A maximum payout not to exceed \$2,000 dollars;
 - d. The employee must have used a minimum of forty (40) hours of annual leave within the past twelve (12) months immediately prior to submitting the request;
 - e. The payment will not reduce the employee's annual leave balance below eighty (80) hours.
3. The **ADJC EMPLOYEE** shall sign Form 2101.16A Employee Initiated Request for Payment of Annual Leave to signify his/her consent and acknowledgment that the approval of the request may reduce his/her annual leave balance to no less than 80 hours.
4. An **ADJC EMPLOYEE** requesting annual leave pay shall:
 - a. Complete Form 2101.16A Employee Initiated Request for Payment of Annual Leave;
 - b. Clearly specify the reason for the request. The employee may include, with their request form, any documentation that s/he believes may support his/her request.
 - c. Forward the signed Form 2101.16A to the Support Services Assistant Director, or designee.
5. The **ASSISTANT DIRECTOR, SUPPORT SERVICES OR DESIGNEE** shall:
 - a. Review the submitted Form 2101.16A Employee Initiated Request for Payment of Annual Leave;
 - b. Confirm its compliance to this procedure;
 - c. Ensure the request does not exceed the one-time per year limitation;
 - d. Ensure that similarly situated employees have been provided equal consideration;
 - e. Confirm the availability of agency funds for the requested annual leave pay;
 - i. If agency funds are not available, return a copy of Form 2101.16A Employee Initiated Request for Payment of Annual Leave to the employee with noted reason(s).
 - ii. If agency funds are available, forward the employee's Form 2101.16A Employee Initiated Request for Payment of Annual Leave to the ADJC Director.
6. The **AGENCY HEAD (ADJC DIRECTOR)** shall:
 - a. Review the completed Form 2101.16A Employee Initiated Request for Payment of Annual Leave;
 - b. Recommend approval or denial of the request;
 - i. If the request is denied, return Form 2101.16A Employee Initiated Request for Payment of Annual Leave to the Assistant Director, Support Services with noted reason(s);

Procedure 2101.16 Employee Request for Annual Leave Pay

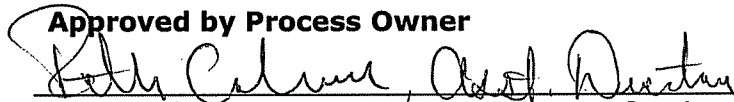
Page 2 of 2

- ii. If recommending approval of the request, shall forward Form 2101.16A Employee Initiated Request for Payment of Annual Leave to the ADOA Director for final review and approval.
7. The **ADOA DIRECTOR** shall:
 - a. Review the employee's request and indicate an approval or disapproval;
 - b. Notify the ADJC Assistant Director, Support Services or designee.
 - i. The **ASSISTANT DIRECTOR, SUPPORT SERVICES** shall forward the approved request to the ADJC Central Office Payroll Officer;
 - ii. The **ASSISTANT DIRECTOR, SUPPORT SERVICES** shall return disapproved requests to the employee with noted reason(s).
8. The **ADJC CENTRAL OFFICE PAYROLL OFFICER** shall:
 - a. Notify the employee, within 24 hours, of the approved request and the processing of the annual leave pay request;
 - b. Include in the notification to the employee information about his/her:
 - i. Remaining annual leave balance; and
 - ii. Expected date of payment.
 - c. Process the approved request within the:
 - i. First pay period, counting from the date the request was approved by the ADOA Director; or
 - ii. Next regular pay period from the date the request was approved, whichever is sooner.
 - d. File the original request form and supporting documentation in the Employee's payroll file;
 - e. Forward a copy of the approved form to the Office of Human Resources.
9. The **OFFICE OF HUMAN RESOURCES** shall file the copy of the approved Form 2101.16A Employee Initiated Request for Payment of Annual Leave in a separate and secured file.
10. The **EMPLOYEE** shall, within five business days, notify his/her supervisor of any paid annual leave that may directly affect any requested pre-approved annual leave time off. For example: The employee has planned to use extra accrued annual leave (over 240 hours) to avoid losing it, but will no longer have extra time because s/he is being paid for it instead.
11. Donated Annual Leave and Paid Annual Leave.
 - a. **ADJC** shall not pay an employee for donated annual leave received from another employee;
 - b. **EMPLOYEES** shall not have the option of buying back paid annual leave at a later date.
12. **EMPLOYEES** shall note that employee initiated annual leave request are taxable income, and are not subject to retirement contributions.

Signature Date

6/18/05

Approved by Process Owner


Patti Cordova, Assistant Director, Support Services

Effective Date

6/18/05

Approved by


Michael D. Branham, Director